

Faculty EEMCS

MINUTES MEETING PROGRAMME COMMITTEE - CS

Meeting Nr. 162

Date	Tuesday December 14, 2021
Location	Microsoft Teams
Time	10.45 - 12.30
Present	Rom Langerak, Anna Sperotto, Erik Tews, Joris Kuiper, Willem Schooltink, Jelle van den Wijngaard, Vadim Zaytsev, Sharon Vonk, Eline Meijerink, Marloes van Grinsven, Sabine Padberg, Andrea Rijkeboer, Rosan Maas, Patrick van Oerle
Notulist	Patrick van Oerle

1. Opening and Determining agenda

- a. Langerak opens the meeting at 10.47

2. Announcements

- a. Zaytsev is busy creating a document with expectations for people who want to become a Teaching Assistant, since these are currently unclear. These expectations include, for example, that a student has to completely pass a module before being eligible as Teaching Assistant.
- b. The online Open Days were a success last month, with no technical difficulties. The Taster Days were physical, and were received well by prospective students. Mid-December we will have an online variant of the Taster Days.
- c. We will be using the same system used by Eindhoven and Delft for the Numerus Fixus exams, and this will be tested in December. When a prospective student takes the exam online, proctoring will be used.
- d. The evaluations on period 1A are in, and 4 from the top 5 evaluated courses are from Computer Science.
- e. This will be the last meeting for Schooltink, as he will be leaving for his Master studies in Norway from January on.

3. Incoming/outgoing correspondence

- a. There are no comments on the incoming and outgoing correspondence.

4. Minutes of the previous PC - CS meeting

- a. The attendance list was not accurate, and will be updated.
- b. Action points 555, 565, 567 and 568 are concluded.
- c. Long-term action points LT1 and LT2 are also concluded.

5. Annual report

- a. Currently the reflection part is missing. Langerak will make sure this will be added.

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- b. We are working on a new version of the routing within the faculty, which can hopefully be shared with the PC in January. The biggest changes will be for the Master programmes, but also for the Bachelor programme.
 - c. There was also a big report about employee participation (“medezeggenschap”). This was about knowledge from students about how participation works and cooperation with other organs.
 - d. It might also be a good idea to make the PC more visible for students, since not many know of our existence and what we are doing.
 - e. **@Van den Wijngaard: Think of ways to improve visibility of the PC within students.**
 - f. We will invite a faculty council representative for our next meeting to improve communication between the different bodies within the faculty.
 - g. **@Langerak: Invite a faculty council representative to our meeting in January.**
- 6. Evaluation Pilo's**
- a. Zaytsev went through all the current Pilo's and categorized them into *fundamentals, low level, soft and hard skills* and *methods*. Some of those Pilo's are still over-specific and names could be more accurate, but overall they should be fine and are aligned with international standards.
 - b. Next meeting we will receive the extended document and discuss it. Zaytsev will keep working on restructuring the Pilo's.
- 7. Module integration**
- a. The Smart Spaces minor currently has four tracks and a general project. Students learn about four different subjects, and base their project on three of those. We want to choose between an integrated or coherent module. This will first be discussed with the module coordinator.
 - b. The Web Science minor is already split up and will therefore be kept as it is now.
 - c. Van den Wijngaard talked to the Programming Paradigms coordinator and he told him he wanted to separate his module, but felt too much pressure from the module board to do so. The coordinator also felt the PC is there to evaluate the integration and coherence of modules, and not the module board. Zaytsev disagrees that there is pressure from either the PC or the module board.
 - d. We would like to have input from the module coordinators from Cyber Physical Systems and Smart Spaces on whether to separate the modules or keep them as they are. Zaytsev and Kuiper will take this upon them.
 - e. **@Zaytsev and Kuiper: Discuss with the module coordinators of CPS and SS on coherence and integration of said modules.**
- 8. Oral report PC's chair meeting**
- a. There was a meeting with all chairmen of the EEMCS Programme Committees, in which the refreshing times of PCs was discussed. Langerak has been the chairman of the PC for 5 or 6 years now, and thinks he should be taken over soon. Teacher members always have an appointment of 2 years.

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- b. English language requirements for students can't be made more strict as they are now. There is a standard letter for students who have problems with their level of English, and this has been sent to Zaytsev.
- c. We are already very large in our Bachelor programme, but there is still room to grow in the Master programmes. Growing in the Master programme is also faculty policy.

9. QAI

- a. The report on Programming Paradigms has been sent to the module coordinator, but we haven't received a response yet.
- b. The SEQs for period 1A are in, from which we will have a QAI for Empirical Security Analysis Engineering, and the second one for Secure Data Management. ESAE will be taken upon by Kuiper and Sperotto. SDM will be taken upon by Langerak and Van den Wijngaard.
- c. **@Kuiper and Sperotto: Contact the Empirical Security Analysis Engineering teacher for a QAI.**
- d. **@Langerak and Van den Wijngaard: Contact the Secure Data Management teacher for a QAI.**
- e. Module 1 and Module 5 have scored pretty good. We will choose the Pearls of Computer Science module for the QAI due to the large influx of students. Since one of our student members is leaving, we will only evaluate one module. This will be done by Langerak and Schooltink.
- f. **@Langerak and Schooltink: Contact the Pearls of Computer Science coordinator for a QAI.**

10. TAs in TCS

- a. One of the reasons is to professionalize the TAs of our programme. A document with regulations and expectations will be put on the website, so that future TAs know what is expected of them. This is both to ensure quality, but also to protect students against themselves by knowing what they are up to.
- b. Included will be a minimum of 60 EC to become a TA, but also that they have to fully pass the module they want to become TA first. A rule that students that committed fraud are explicitly not allowed to become TA will be added.
- c. There might be cases where current TAs do not fully comply with the new rules, but exceptions can be made by teachers if deemed necessary and beneficial for the course.

11. Student member

- a. Since Schooltink will be leaving, we will be looking for a new student member. Van den Wijngaard will be looking for a new member, preferably a Master student. If he can't find someone, we might ask *Inter-Actief* to promote this for us.

12. A.O.B.

- a. We keep meetings online until some significant measures are lifted.

13. Questions and Conclusion.

- a. Langerak closes the meeting at 12.30

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Action points PC CS meeting 160

Nr.	Given in		Description	Responsible	Deadline
	Month	Meeting #			
569	December 2021	162	Invite a faculty council representative to our meeting in January.	Langerak	January 2021
570	December 2021	162	Think of ways to improve visibility of the PC within students.	Van den Wijngaard	January 2021
571	December 2021	162	Discuss with the module coordinators of CPS and SS on coherence and integration of said modules.	Zaytsev, Kuiper	January 2021
572	December 2021	162	Contact the Imperial Security Analysis Engineering teacher for a QAI.	Sperotto, Kuiper	January 2021
573	December 2021	162	Contact the Secure Data Management teacher for a QAI.	Langerak, Van den Wijngaard	January 2021
574	December 2021	162	Contact the Pearls of Computer Science coordinator for a QAI.	Langerak and Schooltink	January 2021

Long term action points

Nr.	Given in		Description	Deadline
	Month	Meeting #		
LT3	March 2021	154	Discuss the “Industrial Advisory Board”, “Hybrid education”, “Number of students” and “Academic Skills” sections from the programme development plan of CS.	
LT4	October 2021	160	[Vonk] Gather the platforms used in communication to students throughout the various modules to check how many different platforms are used.	